

April 7, 2003

To: Student Information Systems Contacts
Members of the Student Information Advisory Group

From: Bethann Canada and Janet Christopher,
Department of Education

Subj: Update on Student Records Collection

This is to provide you with more information on the Student Records Collection. We appreciate your willingness to provide information and to work with us as we move forward.

Attached to this note is a tentative list of data items that will be collected for each student. The list is tentative because we are still awaiting approval of our plan and final reporting instructions from the U.S. Department of Education.

We are still working on formats and valid codes for each item. When complete, they will be posted here:

<http://www.pen.k12.va.us/VDOE/Publications/NCLB/student.html>

We will be collecting a "snapshot" of your student records at three times in the year:

- a. Mid-September 2003 – This report will reflect your records at the end of the 2002-2003 school year. It will replace the Report of Graduates, the Report of Dropouts, and most of the Annual School Report Statistical.
- b. Mid-October – This report will reflect your records as of October 1, 2003. It will replace the 2003 Fall Membership Report and will also be used to reduce your 2002-2003 dropout count by those students who dropped out in 2002-2003 but returned to school by October 1, 2003.
- c. Mid-April 2004 – This report will reflect your records as of March 31, 2004. It will be used to calculate some ADM statistics and to report ADA percent for NCLB.

Note that you must use the same unique local student identifier from one collection to the next for students in grades 7 through 12 in order to reduce your

2002-2003 dropout count by the number of dropouts who returned to school by October 1, 2003.

Although the record layouts for the snapshot will remain the same for all three collections, certain data elements are required to be complete for each collection. Others will be ignored. Refer to the columns labeled "EOY, Fall, SPR" in the attached chart. Those data elements with an "X" in the EOY column are required for the end of year collection. Those data elements with an "X" in the Fall column will be used in the fall collection. Those with an "X" in the SPR column will be used in the spring collection. We hope this helps you in planning any data entry that may be necessary.

Summer School ADA and number of days in session, formerly part of the Annual School Report Statistical, will be collected separately, by school division. March 31 ADM projections, children receiving home instruction, religious exemptions, English class membership and K-3 class size will be collected separately as well. Web-based data entry forms will be provided for these data collections.

The list of Entry/Withdrawal codes that are similar to the old "E,R,W" codes has been posted to the site referenced above. Note that we have provided both a "short code" and a "long code". For any given student record, we will accept either the "short code" or the "long code".

Thank you again for working with us. Do not hesitate to contact us if you have any questions.